

The James B. Cook, Jr., Scholar Program in Public Administration

The James B. Cook, Jr., Scholar Program in Public Administration is an internship program at DPB named for an eminent employee emeritus. The program seeks interns to work on challenging and important projects in public administration. For the 1999 program, internship placements may be available in the director's office, a budget section, the planning and evaluation section, or the economic and regulatory analysis section. See "[Organization of DPB](#)" on our "[About DPB](#)" page for more information about the Department of Planning and Budget. For additional information, contact: Kathy Fischer, Employee Relations Office, at (804)786-8092.

Typical Intern Responsibilities

Interns are generally involved in the day-to-day activities of their assigned section and typically complete at least one major project. Examples of past intern projects include:

- Examining performance budgeting in other states and identifying potential improvements to Virginia's process;
- Analyzing the Virginia capital outlay process to determine if improvements are necessary and feasible; and
- Reviewing student financial assistance programs in other states and comparing those programs to Virginia's approach to determining need and distributing aid.

Typical intern activities include: researching, collecting, and analyzing data from multiple sources; developing data collection instruments such as surveys and interview guides; building databases and spreadsheets; developing findings and recommendations; and drafting reports.

Program Length

Internships generally begin in May or June and continue through August, although scheduling is flexible to accommodate individual needs. Interns are expected to work at least 20 hours per week but 30 to 40 hours is preferred. Interns and their mentors or supervisors will negotiate specific schedules.

Benefits

The 1999 program offers participants an opportunity to augment their education with meaningful professional experience applicable to careers in both the public and private sectors. In addition to on-the-job training, benefits of the internship program include the opportunity to:

- ☐ learn about the operation of state government in a highly respected state agency,
- ☐ develop and refine an understanding of planning, budget development, budget analysis, economic impact analysis or evaluation concepts (depending upon the particular assignment),
- ☐ participate in special programs developed for interns and training offered to DPB employees,
- ☐ meet and network with budget agency staff and other state officials, and
- ☐ receive a frameable certificate of recognition for a successfully completed internship.

Interns are responsible for their own accommodations and expenses. However, a stipend is offered to help defray expenses.

Qualifications

Undergraduate (rising seniors), graduate students and recent graduates are eligible for the program.

DPB is seeking candidates who have an interest in government, are self-starters who can

work independently on a project or assignment after receiving initial instructions, possess strong analytical skills, and demonstrate sound oral and written communication skills. Course work or experience in government, business administration, evaluation, research, budgeting, planning, or computer applications (Word, Excel, Access) is also desirable.

How to Apply

To apply for the James B. Cook, Jr., Scholar Program in Public Administration, submit a completed application form, a copy of your resume (if available), and a writing sample to DPB by March 12, 1999. Applications will be reviewed as received and candidates may be contacted prior to the application close date.

See our "[Forms](#)" page for a copy of the application form.